

**St Lawrence**

with **St Paul,**

**Longridge**



**Policy and Guidance to keep our  
Young People and Vulnerable Adults  
Safe**

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# Introduction

Ensuring that we provide safe and caring support for vulnerable parishioners is an integral part of our Christian worship.

The care and protection of children, young people and vulnerable adults involved in church activities is the responsibility of everyone who participates in the life of the church.

In accordance with the Church of England Safeguarding Policy 'Promoting a Safer Church' our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

This document is based on Church of England Safeguarding Policies and Practice Guidelines and intended to be presented in a way that those working with or having responsibility for the oversight of services for young people and vulnerable adults will find easy to use.

The main policy and guidance is set out in the body of the document with more specialised matters such as staffing levels and staff recruitment procedures more fully detailed in their own appendices.

## **There are two overarching principles that must always be born in mind:-**

- ❖ The welfare of the child, young person and vulnerable adult is at all times paramount, and takes precedence over all other considerations.
- ❖ If you need any additional guidance or are concerned about a child/young person or vulnerable adult seek advice from the Parish Safeguarding Officer. (*See page 14. for contact details*)

# Children and Young People

## HOW MIGHT CHILDREN BE HARMED?

There are many ways in which children can be harmed. Maltreatment of a child occurs where:

their health, physical, emotional, intellectual, sexual, spiritual or social development is damaged by other people. All abuse is a betrayal of trust and a misuse of relationships and power.

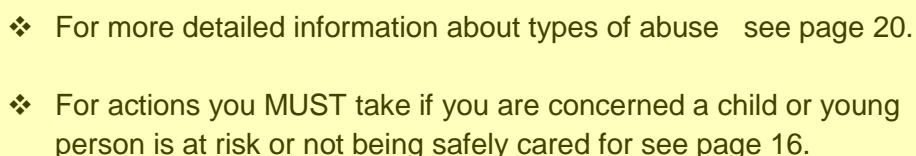
Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically. Abuse can be an act of commission, such as sexual abuse, or omission, such as neglect or failure to protect or report.

Child abuse affects girls and boys, babies and young people of all ages up to 18, including children with learning difficulties, children with physical disabilities and children from all kinds of family backgrounds. It occurs in all cultures, religions and classes. Research shows that disabled children are more vulnerable. Abuse may be happening in the home, at church or in peer relationships.

Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse. Amongst their peers, children may experience 'sexting' or be enticed to take or send explicit photographs of themselves. With adults it may also take the form of the production and distribution of photographs or videos displaying abusive images of children. Children can be entrapped by these practices.

## WHO MIGHT HARM A CHILD?

Children may be abused in a family, institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, or by another child or children, including bullying and abuse through the use of digital technology. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Most child abuse (circa 70%) is perpetrated by an adult, male or female, who is well known to the child, often a family member. Such trusted adults may be in the child's community; they may be trusted professionals, leaders or members of a child's church.

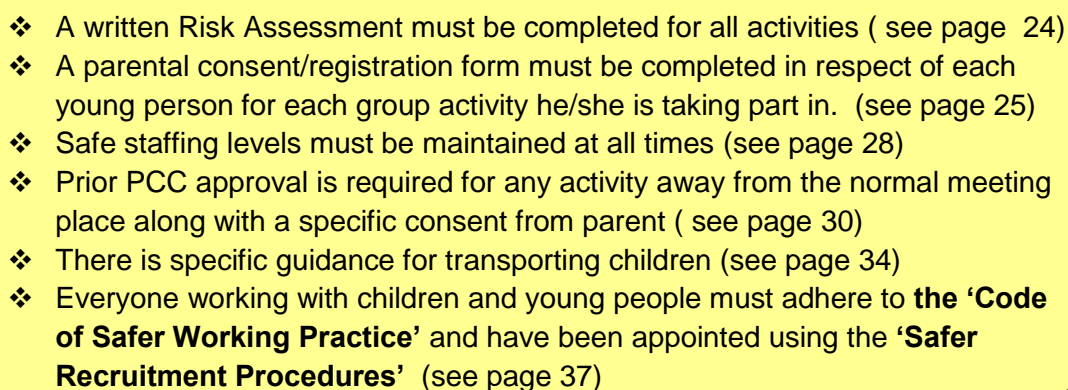
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- ❖ For more detailed information about types of abuse see page 20.
  - ❖ For actions you MUST take if you are concerned a child or young person is at risk or not being safely cared for see page 16.

## CONSENT

It is important to ensure that children and young people are able to make an informed choice about whether to be involved in specific church activities (i.e. children's / youth groups). This can be done by sending the children and young people a briefing document or meeting with them before the event / activity and talking them through what it involves. Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working independently from their parents/ guardians and are not part of the looked after system where the local authority should then be approached. Consent will be needed for:

- the activities the group will engage in, especially when taking place off site or addressing an issue that could be deemed controversial
- the taking and use of any photographs or video clips
- the use of private cars to transport children
- the use of electronic means of communication with children (email, text, social network sites)
- It is not recommended to keep contact with a child or young person outside of agreed church activities - written parental consent should be sought if any activity is to take place outside of church and it must be made clear to parents that the activity is no longer on behalf of the church. The church must also be informed of this agreement.

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- ❖ A written Risk Assessment must be completed for all activities ( see page 24)
  - ❖ A parental consent/registration form must be completed in respect of each young person for each group activity he/she is taking part in. (see page 25)
  - ❖ Safe staffing levels must be maintained at all times (see page 28)
  - ❖ Prior PCC approval is required for any activity away from the normal meeting place along with a specific consent from parent ( see page 30)
  - ❖ There is specific guidance for transporting children (see page 34)
  - ❖ Everyone working with children and young people must adhere to the **'Code of Safer Working Practice'** and have been appointed using the **'Safer Recruitment Procedures'** (see page 37)

## PHOTOGRAGHS, E-MAIL, SOCIAL MEDIA,TEXT MESSAGING AND PARISH WEBSITES

Issues connected with photographing, e-mail, social media, text messaging and parish websites are covered in detail in an additional document (see page 5)

## **WHY SHOULD THE CHURCH BE CONCERNED?**

Churches are places where everyone should be able to flourish in God's love. Sadly research from the Lucy Faithful Foundation has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is therefore likely that congregations may have people who have abused children among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse; they may still present a risk to children.

# **Vulnerable Adults**

## **WHEN IS AN ADULT VULNERABLE?**

The Church recognises that everyone has strengths and weaknesses, capacities and restrictions yet, at some times, may become vulnerable due to pressures, dangers or overwhelming circumstances. Some people by reason of their physical or social circumstances have higher levels of vulnerability than others. This may be because, for example they have a disability, mental health issues or dementia. It is the Christian duty of everyone to recognise and support those who are identified as being more vulnerable. In supporting a vulnerable person we must do so with compassion and in a way that maintains dignity.

Government guidance describes a vulnerable adult as, any person over the age of 18 years “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm”.

Within faith settings it is also recognised as a person who has recently suffered personal adversity making them in particular need of pastoral support. Some of the factors that increase vulnerability include:

- sensory or physical disability or impairment
  - learning disability
  - physical illness
  - chronic or acute mental ill health (including dementia)
  - addiction to alcohol or drugs
  - failing faculties in old age and
  - permanent or temporary reduction in physical, mental or emotional capacity through life events such as bereavement / loss, abuse or trauma
- Mistreatment or abuse can occur in any relationship and may result in significant harm or exploitation.

## **WHY SHOULD THE CHURCH BE CONCERNED?**

Every church has members who are or will become temporarily or permanently vulnerable and who may look to the Church for support and care during these times. They entrust themselves to the care of their Christian community in good faith. At these times they may not have the capacity to make decisions which may have consequences for themselves and / or for others. These may relate to daily care, health, finance or property. The Church has a duty to empower and protect such individuals and is supported by legislation to do so.

All church activities which support an individual deemed vulnerable / at risk must follow these five principles as outlined in the ‘Mental Capacity Act’, 2005:

1. An assumption of capacity – all adults, even those felt to be lacking in mental capacity, have the right to make their own decisions and must be assumed to have the capacity to

- make decisions about their own safety unless it is established (on a balance of probabilities) otherwise;
2. Individuals should be supported in making their own decisions – giving all appropriate help and support before considering making any decisions on their behalf;
  3. Respect the right to make unwise decisions – recognise that the person retains the right to make seemingly eccentric or unwise decisions;
  4. Act in their best interests – decisions made on behalf of a person who lacks mental capacity must be in their best interest and the least restrictive on their basic rights and freedoms;
  5. Take the least restrictive option – when making a decision or acting on behalf of a person who lacks capacity, consideration needs to be given to whether it's possible to act in a way that would interfere less with the person's rights and freedoms of action.

## WHO MIGHT MISTREAT OR ABUSE A VULNERABLE ADULT?

Vulnerable adults may be mistreated or abused by a wide range of people including relatives / family members, professional staff, paid care workers, volunteers, other vulnerable people, neighbours, friends, associates and strangers. The abuse can take place within a caring relationship or when the abuser is not well known to the vulnerable person. It may be accepted or exacerbated by the behaviour or culture within an institution, in which case it is described as institutional abuse. Abuse concerns the misuse of influence or power where control and / or authority can result in harmful or criminal activity. Someone may use their position of influence, power or authority to the detriment of the safety, welfare and general wellbeing of a vulnerable person through ignorance, or with intent and for personal gain - this could be seen as deliberate grooming.

- ❖ More information about Adult abuse see page 32
- ❖ A written risk Assessment must be completed for all activities ( see page 24)
- ❖ Prior PCC approval is required for any activity away from the normal meeting place to ensure insurance cover.
- ❖ There is specific guidance for transporting vulnerable adults (see page 34)
- ❖ Everyone working with vulnerable adults must adhere to the **'Code of Safer Working Practice'** and have been appointed using the **'Safer Recruitment Procedures'** (see page 37)



## SPIRITUAL ABUSE

Within faith communities harm can be caused by the inappropriate use of religious belief or practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in both vulnerable adults and children experiencing physical, emotional, or sexual harm.

Churches need to avoid any practice which could be seen as an attempt to 'force' religious values or behaviours onto vulnerable people. Additionally, spiritual abuse may include attempts to direct what people believe and do, and to deny choices.

## Safer Recruitment

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops Safeguarding Policy states 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church'.

Some may find such processes and procedures over-bureaucratic. However, the primary concern must be the need to protect children, young people and adults.

**The Church of England's Safer Recruitment procedures require that before anyone can take up a role working with or having responsibility for children, young people or vulnerable adults an interview must take place, two satisfactory references be received and in most cases a DBS (criminal records and barred list) checks be carried out. Everyone is also required to sign up to the 'Code of Safer Working Practice' (See Page 36).**

## **Good practice in safeguarding**

This guidance is drawn from national advice to help develop of the elements that contribute to ensuring a safer culture is developed and reflects the good practice that should be seen.

Good practice safeguards people who may be vulnerable. It also protects anyone from a congregation who comes into contact with them, in whatever context, from being wrongly accused of abuse or misconduct. The 'Clergy' provide a good practice guide for all those involved in pastoral ministry in the Diocese. Everyone, whether paid or unpaid, clergy or laity, should be working within church policies and guidelines.

### **Supervision and training**

The PCC should ensure that both paid staff and volunteers have the opportunity to meet together regularly to discuss any concerns, to receive support and be helped to review their work.

*Supervision* is the formal reviewing and planning of the work of employees and volunteers. Supervisors are responsible for making the work purposeful and focused.

*Training* is the ongoing activity of learning for the purpose of carrying out your responsibilities well and to the required standard. All those working with children and young people should attend safeguarding training, details of Diocesan training can be found on the Diocesan web page.

### **Openness and accountability**

Children/young people and vulnerable adults are best protected within environments and relationships that are trusting and open. This can be achieved by colleagues supporting each other to keep their practice within the Diocesan 'Code of Safer Working Practice' and acting without delay on behaviour that puts a worker or vulnerable person at risk.

### **Confidentiality and information sharing**

The highest level of confidentiality should be maintained at all times in relationships with children and vulnerable adults. Concerns about abuse and maltreatment however, must not be kept secret or deemed confidential. Where a child is suffering or likely to suffer harm, information must be shared promptly in order to protect the child (advice sought / matter reported within 24 hours). Research and experience affirm that keeping such secrets 'confidential' enables the abuse and its harm to continue and only serves to protect the abuser.

### **Vulnerable adults**

#### **Pastoral Relationships**

Anyone whose ministry brings them into contact with vulnerable people should remain aware of their own behaviours and how these might be viewed by a vulnerable adult. Pastoral relationships will often run parallel with friendships and social contacts, but should always remain distinct. Perceptions can be difficult to manage and workers and volunteers should

always seek to have a clear understanding with vulnerable people of the nature and boundaries of their contact with them.

Along with the points in the 'Code of Safer Working Practice' (see above), the following principles should be followed:

- exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
- be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when any concerns arise
- minister within your remit and limits – do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, or giving legal advice); instead refer to the person or agency with appropriate expertise
- avoid behaviour that could give the impression of favouritism or special relationship
- always respectfully encourage self-determination, independence and choice
- do not undertake any pastoral ministry whilst under the influence of alcohol or drugs

### **Conversations and interviews in a ministry context**

Church pastoral workers / clergy must always be aware of their language and behaviour and should consider in advance the:

- value of taking a colleague along with them on a home visit
- place of the meeting, arrangement of the furniture and lighting, their own deportment
- balance of privacy for conversation with the opportunity for being seen by others (open doors or windows in doors, another person nearby)
- physical distance between people, taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
- circumstances and whether they suggest a professional or social interaction
- propriety or danger of visiting or being visited alone, especially in the evening
- personal safety and comfort of all participants
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted

Workers / clergy should always establish the nature of the meeting at the outset of each interaction in respect to subject matter, confidentiality and duration. All conversations / interviews should be recorded and stored securely.

### **Sexual Conduct**

The sexual conduct of church workers / clergy will have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers and volunteers should be aware of the power imbalance inherent in pastoral relationships and

- must not engage in sexual activity with an adult or a child

- must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
- must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adult
- should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted
- avoid, as far as possible, any words or actions that might be misinterpreted

## **Financial Integrity**

Financial dealings can have an impact on attitudes to the Church and the community, and must always be handled with integrity. Those with responsibility for such matters should maintain proper systems and not delegate that responsibility to anyone else. Church workers and volunteers should:

- not seek personal financial gain from their position
- not be influenced by offers of money, or take inappropriate responsibility for such
- ensure that church and personal finances are kept apart and should avoid any conflict of interest
- ensure any monies received are handled by two unrelated lay people
- disclose any gift received to a responsible person from within the parish and decide on acceptance, confirmation and use
- not canvass for donations to the church from those who may be vulnerable, e.g. the recently bereaved or those who lack capacity to make such decisions

## **Training**

Any member of the parish is welcome to undertake the church's safeguarding training. There are 5 levels of training laid down by the Church of England at national level.

CO – basic awareness of safeguarding

C 1 – Safeguarding Foundation

C 2 - Safeguarding Leadership

C 3 - Safeguarding for Clergy

C 5 – Refresher Training

### **Specialised training models**

Safer Recruitment

Domestic Abuse

### **Who should/must attend:**

C0 basic awareness - anyone

C1 Foundation - Required by any person working with children or vulnerable adults.

C2 Leadership - Anyone leading groups/activities,

also those holding responsibility in the parish : -

Church Wardens.

Safeguarding Officer

C3 Clergy/Lay ministers - Those holding a license, commission, authorisation, Permission to Officiate from a Bishop; Ordained or Lay

Safer Recruitment – Safeguarding Officer, DBS Identity Checker, Vicar and anyone involved in recruiting or supervising volunteers or paid staff.

Domestic Abuse – those nominated to offer advice about local services supporting people affected by domestic abuse

\* Safeguarding training from other sources is not recognised by the Church of England.

\* All training undertaken through Blackburn Diocesan Training scheme or via the Church of England 'online' training courses is recognised by all Church of England Diocese.

## Important Telephone Numbers

Parish Safeguarding Officer	Tel: 01772 - 784268
Police (all non-emergency enquiries)	<b>101</b>
Local Authority (LA) Children's Services/Social Care	Call Care Connect on <b>0300 123 6720</b> (8am - 8pm)
LA Adults Social Care	Telephone <b>0300 123 6721</b>
LA Out of hours emergency Social Care duty Team	Out of hours 0300 123 6722 (8pm - 8am).
Local Authority Designated Officer (LADO)	01772 536694
Diocesan Safeguarding Adviser (Sharon Hassall)	07711 485170
Safeguarding Assistant (Julie Grimshaw)	01254 503088
Action for ASD	01282 415455
Age UK	0300 303 1234
Alzheimer's Society	0300 222 11 22
CCPAS 24 hour helpline	0845 120 4550 (mention you're from the Diocese of Blackburn!)

ChildLine	0800 1111
0845 120 4550 (mention you're from the Diocese of Blackburn!)	
Mencap	0808 808 111
Mind	0300 123 3393
Napac	0800 085 3330
NSPCC	0808 800 5000
Respond	0808 080 0700
Scope	0808 800 333
Shaftesbury Society	020 8875 1555
Stop It Now! (Lucy Faithfull Foundation)	0808 1000 900
TAAG (Lancs)	07738 29477
Women's Aid	0808 2000 247

### **What to do if you are concerned about a child or adult Or If there is a concern that a child or adult is being abused**

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent may be shared with the statutory agencies, if there is any current risk to children. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and people occupying appropriate church roles) (see section 8.4 below).
2. **EMERGENCY:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
3. **NON-EMERGENCY :** Contact the Parish Safeguarding Officer or Incumbent, in the first instance. They must then contact the DSA. If neither of the two are available, contact the DSA directly. Any safeguarding concerns must be reported to the DSA within 24 hours. If the concern arises outside of normal office hours you can contact the diocese out of hours service. Otherwise, for out of hours referrals, call the Emergency Social Work Team, or where urgent, the police. Always ensure the DSA is informed of the concerns and actions taken, and consulted regularly.
4. If the DSA or other colleagues are not available within 24 hours, don't delay. Contact Children's Social Care or Adult Social Care and/or police directly, then advise the Parish Safeguarding Officer or Incumbent, who will advise the DSA. If there are doubts about whether or not to make a referral and under what route, a consultation can be sought with MASH. Consultations and referrals would normally be initiated by the DSA. If in doubt don't delay, seek advice from statutory agencies.
5. Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.
6. Record the date and time of when the concerns arose and details of the concern or allegation. Keep it factual. Pass all original records, including rough notes, immediately to the DSA. Any copies of retained records should be kept secure and confidential.
7. The DSA will act in line with the House of Bishops guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm the concerns must be reported to the statutory agencies with 24 hours of the DSA receiving the concerns.
8. There should be close communication between the DSA, PSO/Incumbent and the appropriate Archdeacon until the situation is resolved.



**What to do if you are concerned that a church officer maybe abusing a child or adult or the Church officer's behaviour may not be following safer working practice**

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they are listened to and taken seriously Explain to the victim/survivor what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with the statutory agencies, if there is any current risk to children. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and people occupying appropriate church roles.
2. EMERGENCY: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
3. NON -EMERGENCY: Contact the Parish Safeguarding Officer or Incumbent, in the first instance, if they are not implicated. The Parish Safeguarding Officer or incumbent must then contact the DSA. Any safeguarding concern or allegation of abuse against a church officer must be reported to the DSA within 24 hours
4. Record the details of the concern or allegation. Always ask to do this and explain the importance of recording all information. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. The record should include details of information provided to that person as well as the information received. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face to face conversation, letter, etc. Always sign and date the record.
5. If the victim/survivor disagrees with the content of the note, any agreed changes can be made. If changes are not agreed (perhaps because they refer to additional matters that did not arise during the meeting), the person should be advised that their comments are noted and will be retained with the notes of the meeting.
6. Pass all original records, including rough notes, immediately to the DSA. Any copies of retained records should be kept secure and confidential.
7. Do not contact or inform the respondent or anyone who may be implicated in the concern or allegation, even if they would normally be contacted as part of the procedure.
8. The DSA will act in line with the House of Bishops guidance. They will offer advice, support and guidance and refer the concerns to the statutory agencies within 24 hours. This would be the Local Authority Designated Officer (LADO) and/or the police. The DSA will now take over the management of the safeguarding concern in conjunction with the Core Group, (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent Core Group(s). If there are doubts about the whether or not to make a referral and under what route, the DSA will seek advice from the LADO. If in doubt don't delay, seek advice from statutory agencies Please note the procedure is the same for non-recent abuse, a proper balance must be struck between protecting children and adults, and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and Protection of the child, young person or vulnerable adult has been assured.

### Guidelines for Responding to a Person Disclosing Abuse

#### Listen and Respond

##### Do

- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where, why, how, describe and cannot be answered with 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding – (it may be appropriate to ask if they mind you taking notes while they talk or at the end so you can check with them you have understood everything correctly - but only if it is appropriate).
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes for.
- Tell the child or adult what you are going to do next.

##### Do Not

- Make promises that cannot be kept.
- Make assumptions or offer alternative explanations.
- Never promise the child or adult that you can keep a secret. Explain that information will be shared if children or any adult is at potential risk;
- Contact the person about whom allegations have been made.
- Do a medical examination

## **Record**

- Make some very brief notes at the time and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

## **Report**

- If there is immediate danger to a child/adult contact the police.
- Otherwise report to your local leader/safeguarding officer immediately.
  - Within 24 hours the Parish reports the concerns to the DSA.
- The DSA will advise re reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from social services or the police.

## **Non-Recent Abuse**

Safeguarding concerns or allegations may be about something that is going on now and/or something that may happen in the future (recent) or something that happened in the past (non-recent). Non-recent allegations must be treated as seriously as recent allegations. Research evidences that it may take up to 25 years for an adult to disclose sexual abuse that happened to them either as a child or younger adult. A victim/survivor needs to be aware that if the alleged abuser is known to be still working with children in either a paid or voluntary capacity a referral to the statutory services must be made. The DSA will make this referral.

Any safeguarding concern or allegation made against a member of the church who has died must also be reported to the DSA. This is to ensure that the information is formally logged on their respective data bases should others make allegations against the same person in the future, to enable reporting to the police, if required, and to respond to any civil compensation claim that may arise.

### Abuse and Neglect of Children

The abuse of children can take many forms. Children and young people with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection. Crucial to good safeguarding practice is the knowledge and sensitivity to racial, cultural and religious patterns. Whilst differences must be taken into account, all children have a right to protection. Differences in child rearing do not justify child abuse; no racial group advocates the abuse of children.

#### Statutory Definitions

The UK central government document “Working Together to Safeguard Children” categorises and defines abuse in terms of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

#### Sexual Exploitation

Recent cases in the UK have highlighted the serious problem in some towns and cities of vulnerable adolescents, particularly children in care, being targeted by criminal gangs for sexual exploitation.

#### Abuse by Children and Young People

Abuse by children and young people is more common than is generally realised. It is normal for children and young people to be curious about sex and not unusual for them to experiment sexually. However, where a child is in a position of responsibility for another child and abuses that position through some sexual activity, then this is abuse. Where one child forces him or herself on another child of any age, this also is abusive. Such situations should be taken as seriously as if an adult were involved and be investigated in the same way by child protection agencies. This is important as the effect on the child victim may be as great, and the perpetrator could himself/herself be a victim of abuse and in need of help.

#### e-Safety and Abuse

With the ever - growing use of the internet and mobile telephones there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings.

## **Electronic Images**

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non - contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred as 'sexting') can be particularly problematic and abusive amongst children and young people.

## **Spiritual Abuse**

Spiritual abuse is not covered by the standard statutory definitions of abuse but can be part of other forms of abuse. For instance, the Inquiry into the death of Victoria Climbié found that she had been severely traumatised by "deliverance prayer" at her church, which led her to believe that she was possessed by demons and was evil and wicked. A child should never be told this or encouraged to believe it. Sensitivity and discretion is required in prayer for children. These issues are equally applicable to adults.

## Appendix 4

### Risk Assessment

Our first concern must always be to protect those who are vulnerable – children, young people and vulnerable adults. Activities/environments always carry a risk; what we have to do is minimise these. By doing this we will not only be protecting the vulnerable but also our workers and our churches.

#### **What is a risk assessment?**

A risk Assessment is looking at an activity / environment to identify potential risks or hazards (things that could cause harm or go wrong) for vulnerable groups (and others) and then thinking about what will need to be put in place to eliminate or reduce the identified risks.

There could be things in the environment that can cause harm e.g. Trailing electrical wires, plugs that are accessible to small fingers or badly stacked chairs; or risks within parts of an activity, especially off site e.g. crossing roads, transport arrangements.

Some things will be a higher risk than others and it's the high risks identified that must be addressed first as these will cause greatest harm.

#### **When will I need to do a risk assessment?**

A risk assessment should be carried out for all activities which involve vulnerable groups before they take place. If an activity is regular, it should be risk assessed at the outset and then at regular intervals to ensure continued safety (at least annually). For one-off activities a risk assessment should be carried out well in advance. If the activity is to take place off site, part of the assessment should be to visit the venue so that all potential risks both on the journey and at the venue can be identified effectively.

#### **Risk assessment process**

There are five questions you will need to address in order to identify the risks of an activity / event which will then enable you to identify the actions needed in order to make it safe according to the level of risk you have identified.

##### **1. What are the potential risks or hazards?**

For example: crossing roads, open water, vehicles (as passengers), challenging behaviour, specific activities.

##### **2. Who will be in attendance and may be at risk of harm?**

There is no need to list individuals by name – just think about the groups of young people / vulnerable adults and 'staff' who are taking part in the activity ( including those with disabilities)

##### **3. What are the risks to these groups?**

#### 4. What has been done to reduce the risks?

Have precautions been taken against the risks from the hazards listed? E.g. Have the following been provided: adequate information, instruction or training, adequate systems or procedures. Do the precautions represent good practice? Reduce the risk as far as reasonably practicable.

#### 5. Is there anything else you can put in place to minimise risks?

What more could reasonably have been done for those risks which were found to be not adequately controlled? There will be a need to give priority to those risks which affect significant numbers of people and / or could result in serious harm.

#### Estimating the level of risk

<b>Trivial</b>	No action required – no recording necessary.
<b>Acceptable</b>	No action required, however, monitoring and recording is required to ensure that controls are maintained.
<b>Moderate</b>	Efforts should be made to reduce the risk. If a risk is associated with harmful consequences, further risk assessment will be necessary.
<b>Substantial</b>	The activity should not commence until the risk has been reduced or removed
<b>Intolerable</b>	The activity should not be continued or started until the risk has been reduced or removed

A risk assessment template is provided in the safeguarding toolkit. This should be completed and kept on file within the parish and should be available to Archdeacons during visitations.

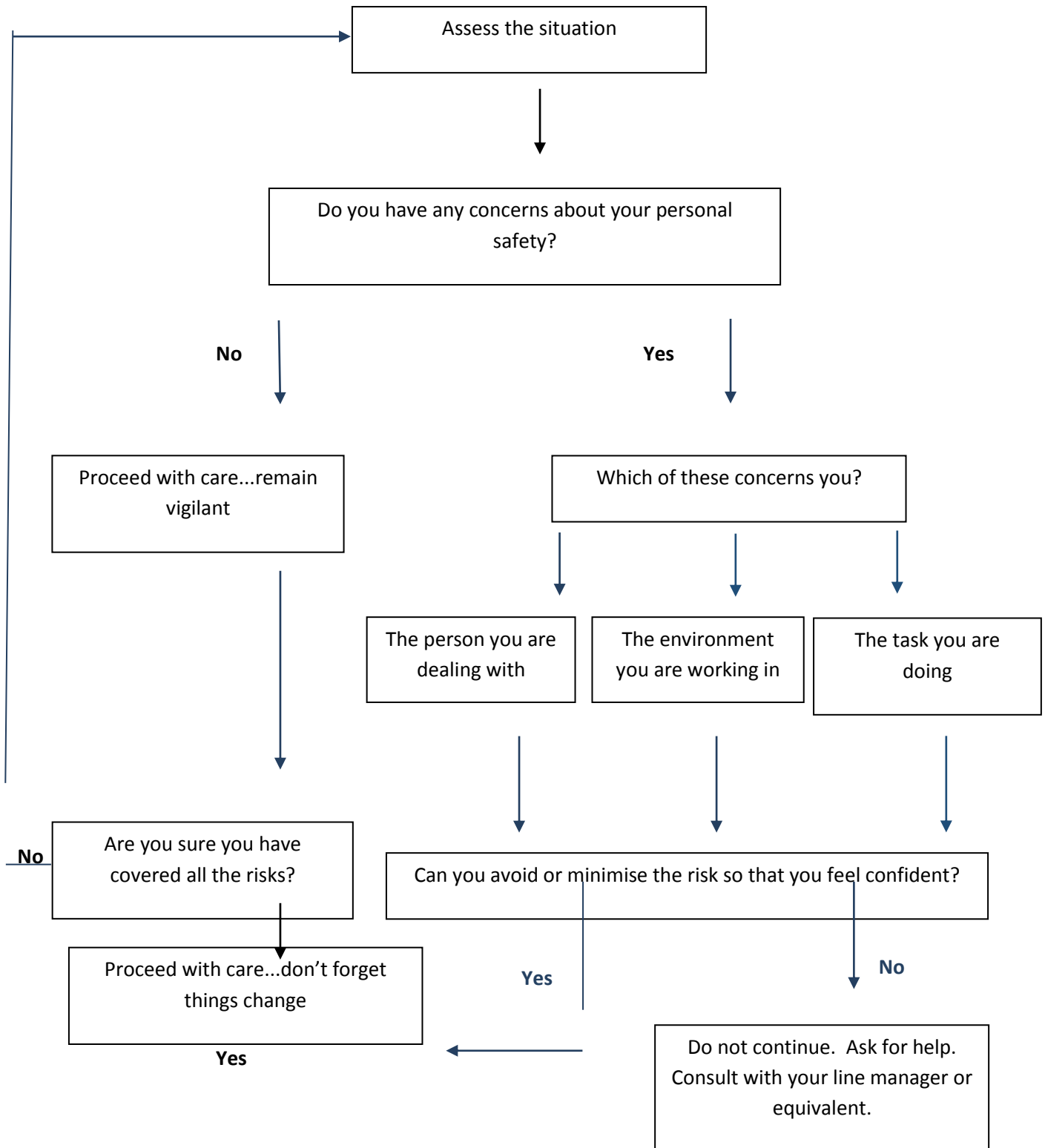
The headings are the core areas to be considered and should be added to for specific / unusual activities. The needs of those who will participate in the planned activities should be born in mind at all times.

You may like to consider reviewing the assessment after the event has taken place, especially if it's likely to be repeated, to see if areas were missed or other actions could have been suggested / taken.

- A form to record the Risk Assessment is available from the Parish Safeguarding Officer.

### Personal Safety Risk Assessment

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation.





## Appendix 5

### Parental Consent/Young Person's Registration Form

The form below should be completed and signed by the parent/carer of each child/young person for each group/activity attended (or member of).

The form should be held securely and confidentially by the group leader. The form is designed to indicate that:-

- the parent/carer has agreed to the child/young person's attendance,
- Whether the young person has permission to travel to and from the group alone.
- The parent' carer's wishes in respect of any photographs to be taken.

The form also provides confidential information as the child/young person's name, address, age and any relevant medical information needed to provide safe care for him/her.

A young person aged 16 years or over who is living away from home may sign the form themselves.

Completion of the form is also essential to enable the child/young person (and the adult staff) to be covered by the Church's insurance policy.

A new consent form must be completed in September each year (or when the young person joins the group if later).



St Lawrence  
with St Paul  
Longridge

Group Name .....

## Person's Consent/ Registration record

### DETAILS OF CHILD / YOUNG PERSON

Full Name .....

*(Please underline the first name the child is usually known by)*

Home address .....

.....

Date of birth ..... School attended .....

Whilst in our care it would be helpful to know whether your child has any long term medical condition, any allergies or phobias or is on any medication:

.....

.....

Is there anything else we should be aware of? .....

.....

Family doctor (name, address and telephone number).....

.....

### PARENT / GUARDIAN'S / CARERS DETAILS

Name ..... Date .....

Telephone number (home) .....(alternative No) .....

e-mail address (for circulating information ) .....

- I agree to my child attending the above group **Yes / No**
- I agree to photographs of activities including my child to be used within the church building **Yes/No**
- I agree to photographs of activities including my child appearing on the parish website as part of the Parish magazine only. **Yes / No**
- I agree to my son/daughter taking part in activities outside the normal meeting place but within walking distance (i.e. no vehicular transport will be used). **Yes / No**
- My child will be brought to and collected from the group **Yes / No**
- My child has permission to travel to and from the group unaccompanied **Yes / No**

PLEASE SIGN OVER THE PAGE

## Consent

By signing this form you confirm that you consent to the Parish holding and processing your child's personal data for the purposes stated:

**I give consent to the statements selected:**

Signed

---

Relationship to child

---

Date

\_\_\_ / \_\_\_ / \_\_\_

You and your child's privacy are important to us. This form has been designed to comply with the General Data Protection Regulations (GDPR) which came into force May 2018.

You may wish to be aware that Church of England regulations require that the parish securely store young people's consent/registration forms and group attendance registers for 50 years.

Consent on this form expires each August. All consents have to be renewed annually each September.

## Appendix 6

### Guidance on staffing levels

There must always be a minimum of two leaders who are unrelated, even if the group size is smaller than indicated in the table below.

We endorse the OfSTED **minimum** requirements which are:

Age of Children	Number of adults	Number of Children
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
8+	1 1	for the first 8 children for every further 12

Each group should have at least two workers, if possible with one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, Staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk or potentially dangerous or when children with disabilities or special needs are involved. Higher ratios are recommended for activities taking place offsite when travel is involved.

#### Good Practice Points to Follow:

A minimum of two leaders need to be in attendance from before the first child arrives until the last child has left. It is strongly advisable that these leaders are not related in any way.

Young people (16 – 17 years old) can help with children's groups but they must work under the supervision of a suitably appointed adult leader. They would also count in the ratios of adults: children above as a child.

**Please note: no person under the age of 18 years can be left in charge of an individual or group of vulnerable people of any age and must always be supervised by a properly recruited and checked adult leader.**

#### During Activities:

Make sure that the children are visible to leaders at all times and that leaders position themselves where they can clearly see the children.

Ensure that children have access to the toilets without having to be in contact with other groups using the halls.

Make sure there is a telephone available in case of emergencies – a mobile phone or easy access to a landline.

Ensure that all accidents are recorded in the Accident Book (see Guidance on first aid and accident book record in the safeguarding toolkit for details).

Ensure that, as far as possible, there are sufficient adults with the group that would allow an emergency or accident to be dealt with safely without putting the remainder of the group at risk or with inadequate supervision.



### **APPLICATION FOR APPROVAL BY THE PCC FOR ORGANISATIONS TO UNDERTAKE AN OFFSITE VISIT**

**\*PCC approval is required prior to the event taking place \***

**Organisation/Group:**

**Contact Name:**

**Places to be visited:**

**Date:**

**Time – From to**

#### **ACTIVITY DETAILS**

**Transport Arrangements:**

**If using hired transport please give details:**

**Proposed cost and financial arrangements:**

**Please give details of any insurance arrangements**, if in addition to PCC insurance, for all members of the proposed party, including voluntary helpers:

**Size & Composition of Group:**

**Age Range:**

**No of Boys:**

**No of Girls:**

**Adult to Child Ratio:**

**Leader/Participant Ratio:**

**Names of All Leaders with Specific Responsibilities Accompanying the Party:**

**HEALTH & SAFETY**

(Emergency Contact Person **MUST** be available for the whole duration of the visit/activity and in possession of all details from this sheet – they must also have participants' names, addresses and telephone numbers)

Designated Person in Charge (to be contacted in the event of a major incident):

**FOR PCC USE ONLY**

**Approval Signed By:**

**Chairperson .....** **Date .....**

A copy of this form to be returned to the Organiser/Group Leader

### Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

#### Who Abuses Adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes.

#### Relatives who are Main Carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those they are caring for. This abuse is often endured for long periods and unreported.

#### Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals

The HM Inspectorate of Prisons in England inspects prisons. Some members of the church are visiting adults in institutions - hospitals, prisons and residential homes. If, as part of their church responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the DSA should be contacted. They can also refer direct to the institution or, if they feel it is more appropriate, to:

- The Care Quality Commission (CQC)
- The Parliamentary and Health Ombudsman (PHSO) if the complaint relates to the NHS including GP services
- The Local Government Ombudsman if the complaint relates to adult social care
- The Prison and Probation



## **Definitions of Adult Abuse**

This includes:

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting.
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse including racist, sexist, that is based on a person's disability, and other forms of harassment, slurs or similar treatment .
- Domestic abuse that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.

## **Human Trafficking**

The number of people trafficked for sexual exploitation, domestic servitude, 'sweat - shop labour' or other exploitation has risen sharply throughout Europe. Violence, intimidation and restriction of liberty often go hand in hand.

## Appendix 9

### Transporting Vulnerable Groups

In order to take part in off-site activities it may be necessary to use coaches, mini buses, parent's cars or public transport. Where children, young people or vulnerable adults are being transported, the parish needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the parish. This does not apply to private arrangements for transportation made, for example, between parents.

Consent must always be obtained from parents/carers before the activity takes place.

Vulnerable adults should also give their consent to being transported (prior consultation with carers may be necessary).

The following points should be taken in to account.

#### Coach Travel

- Only coaches fitted with seat belts should be used
- Every passenger must have a seat
- Seat belts must be worn throughout the journey
- Care should be taken when assisting children or vulnerable adults when boarding / alighting coaches, both to ensure safety on the road and in considering any physical contact

#### General Points on Voluntary Drivers

- All those driving children, young people or vulnerable adults on behalf of the church must be over 25 years of age and have held a full, current driving licence for more than two years
- Any driver who has endorsements on their licence should inform the Church Safeguarding Officer before undertaking any voluntary driving; they should seek advice from the Diocesan Safeguarding Adviser to ensure it would be appropriate to use them
- Any driver with unspent convictions for unsafe driving (drink driving, dangerous driving or racing on the highway) must not transport children, young people or vulnerable adults
- All those volunteering to drive children, young people or vulnerable adults in their own vehicles must complete the form below and produce their driving licence, insurance certificate and MOT certificate before they are allowed to volunteer in this way

#### Mini Buses

- Ensure that the proposed driver is over 25 years of age, has a current full driving licence and is entitled to drive a minibus
- Ensure that there is a passenger escort to accompanying the driver
- Any other accompanying adults should be distributed throughout the minibus
- Children should not sit on front seats
- All passengers must use a seatbelt (mini buses without seat belts must not be used)
- Any luggage should be stowed away securely without blocking any gangways or exits (or luggage transported separately)
- Ensure that leaders carry a mobile phone for emergency contact
- Any defects or incidents should be recorded and fixed as soon as possible if the minibus belongs to the parish

- Regular drivers of minibuses should be encouraged to take a MiDAS (Minibus Driver Awareness Scheme) test, organised by the Community Transport Association U.K. (CTA). Further information is obtainable from [www.ukroadsafety.co.uk/midas](http://www.ukroadsafety.co.uk/midas)

### **Car Travel**

- All drivers must confirm in writing that they are adequately insured (this must cover voluntary work), that their vehicle has an up-to-date MOT certificate (if applicable) and that they have a full, current, clean driving licence
- Only cars fitted with rear seat belts will be used
- All children will travel in the rear seats and, where necessary (when a child is below the minimum height of 135cms/under 12 years of age) a booster seat is provided and used (together with a seat belt) throughout the journey
- Every passenger will have a seat and wear a seatbelt throughout the journey
- Ensure that children / vulnerable adults leave the car on the pavement side only
- A second adult should accompany the driver in case of emergencies. In an emergency, if a driver has to transport one child or vulnerable adult on his / her own, the child or vulnerable adult must sit in the back of the car

### **Travel on Public Transport**

- Higher adult: child ratios are recommended to ensure safety
- For trains, the party should be distributed to use different doors but 2 groups to remain together to enable one adult to be first on / off and another last on / off
- Supervising adults will endeavour to negotiate seats, shared if necessary, for all children who, once seated, must then remain seated throughout the journey. Parents should be informed before giving their consent, that public transport seating cannot be guaranteed
- Ensure that both children and adults are aware of where to report to / seek help from if a child gets lost.

### Safer Recruitment

#### **Approval procedure for any voluntary or paid worker to be involved with Children, Young people or Vulnerable Adults**

The Church of England regulations requires that before any person is appointed to a voluntary or paid role working with children, young people or vulnerable adults he/she must have been recruited using the following Safer Recruitment Procedures.

1. A job/role description should be drawn up giving clear information as to the duties and responsibilities of the role and the skills and experienced required of applicants. It should also specify that a DBS check will be required. \*\*\*
2. Applicants must complete the official application for. \*\*\*
3. Two references must be supplied (the current vicar cannot be a referee and family members should be avoided if at all possible. Previously written references supplied by the applicant are not acceptable. All references must be obtained via a nominated parish recruiter sending the official 'Reference Request' form to the referee. \*\*\*\*
4. Applicants must be interviewed by two people and a decision made as to the person is suitable to appoint.
5. Prior to any formal appointment a DBS check should be made and the applicant must also complete the official 'Personal Declaration Form'. \*\*\* (Any DBS check that is not totally clear must be discussed with the Diocesan Safeguarding Advisor).
6. Only if the reference, DBS check and personal declaration are satisfactory may the person be appointed. A paid or voluntary member of staff MUST NEVER be allowed to take up a role until all the above have been completed satisfactorily.

\*\*\*\* Model forms exist for all these steps and are available from the Parish Safeguarding Officer.

### Code of Safer Working Practice

This code is provided for all those across the Diocese who work or volunteer with children, young people or vulnerable adults. The code provides clear advice on appropriate and safe behaviours which promote safe practice. It assists those working with children and vulnerable adults to monitor their own standards and practice by setting expected boundaries of behaviour.

These guidelines serve to reduce the possibilities of positions of trust being abused and false accusations being made.

- Treat all children, young people and vulnerable adults with respect and dignity, use language, body language and a tone of voice which is respectful.
- Involve children, young people and vulnerable adults in the planning and running of the activities offered where appropriate.
- Use active, transparent communication to aid the development of a community where workers, children and vulnerable adults are allowed to discuss inappropriate attitudes and behaviours in each other.
- Avoid being alone with a child where possible to protect all involved in the activity.
- Ensure everyone knows to whom they can share their concerns with; promote the role of the church safeguarding officer and their contact details.
- Never use illicit substances, alcohol or abuse prescription medication when responsible for a child or vulnerable adult.
- Keep physical contact to the needs of the activity, if touch is required always check with the person first. Never use rough play, sexually provocative words or games or any form of punishment.
- Obtain consent for photographs / video to be taken, shown or displayed.
- Never scapegoat, ridicule or reject a child, young person or adult or allow others to do so.

- Never show favouritism to, or single out anyone or group for more of your attention.
- Never give lifts to children or young people on their own or allow unknown adult's access to children.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

